



## Park Facility Management Division

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# Roads Work Group – Frequently Asked Questions on Roads Portal Alignment

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Data for roads, parking areas, road bridges and road tunnels is stored in the National Park Service (NPS) Facility Management Software System (FMSS) and in two Federal Highway Administration (FHWA) systems, the Roads Inventory Program (RIP) and the Bridge Inspection Program (BIP)<sup>1</sup>. The NPS/FHWA Roads Portal (Portal) exchanges and links data between the FMSS and the RIP/BIP. Data in these systems should (1) match, (2) be up to date and (3) be accurate. For park users, data management occurs in the FMSS.

The business practices associated with updating data in the FMSS changed with the implementation of the Financial and Business Management System (FBMS), now the real property system of record for the NPS, in November 2012. This document answers frequently asked questions about the new business practices related to maintaining accurate and reliable data linkages between the FMSS and the RIP/BIP.

## Frequently Asked Questions

[How do I change attributes on the FMSS location specification template?](#)

[What happens if I change the Route Length of a road?](#)

[How do I change the name of a location record in the FMSS?](#)

[How do I change the asset code or facility type of a FMSS location record?](#)

[How do I add or remove a location record in the FMSS?](#)

[How do I combine two or more routes?](#)

[How do I split one route into two or more routes?](#)

## How do I change attributes on the FMSS location specification template?

You can change data contained in location records in the FMSS, which match the fields on the FMSS location specification template, in the Portal. Table 1 lists the essential data fields that you can modify. Section 7.1 of the Roads Portal User Manual outlines the process for modifying these data entries in the Portal.

**Note:** You may need to take additional steps outside of the Portal to modify select data fields. This frequently asked questions document outlines these fields and the required steps needed to modify the fields.

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<sup>1</sup> The RIP is specific to roads and parking areas. Road bridges, large culverts and tunnels are recorded in the BIP, and road walls are recorded in the Wall Inventory Program (WIP).



**Figure 1. Essential Fields for Roads, Parking Areas, Road Bridges and Road Tunnels on FMSS Location Specification Template**

To make changes to the RIP database, contact the RIP coordinator or the RIP project manager. To make changes to the BIP database, contact the BIP coordinator or the bridge management engineer.

### **What happens if I change the Route Length of a road?**

Be aware that, if you change the Route Length of a road, you may also need to change the quantity field in the FBMS to ensure consistency for federal real property reporting. For a list of which fields should be changed in the FMSS and in the FBMS, refer to [Communication #23: Creation, Modification, and Disposal of Real Property Asset Records](#).

### **How do I change the name of a location record in the FMSS?**

Contact the [Facility Management Program \(FMP\) Help Desk](#) to request a change in the name of a location record in the FMSS.

### **How do I change the asset code or facility type of a FMSS location record?**

The asset code and facility type fields are now locked in the FMSS, which prevents you from changing them in the Portal. To request a change, send an e-mail message to the [FMP Help Desk](#). This process may include changing a road to a parking area (from asset code 1100 to 1300) or a surface from paved to unpaved (for a road, from facility type 1110 to 1120).

To make changes to the RIP database, contact the RIP coordinator or the RIP project manager. After making changes to the asset code or facility type, validate that the data is aligned (“matched”) between the FMSS and the RIP/BIP. To make changes to the BIP database, contact the BIP coordinator or the bridge management engineer.

## How do I add or remove a road, parking area, road bridge or road tunnel location record in the FMSS?

Because the FBMS is now the official system of record for federal real property, you must add or remove a road, parking area, road bridge or road tunnel (location record) first in the FBMS.

**Note:** You can only create assets in the FMSS in a status of PLANNED or NOT READY.

### Adding a Road, Parking Area, Road Bridge or Road Tunnel Location Record

To add a road, parking area, road bridge or road tunnel, first create a location record in the FMSS in PLANNED status. To change the status to OPERATING, submit a request to your regional asset management coordinator to approve. For more details on this process, refer to [Communication #23: Creation, Modification, and Disposal of Real Property Asset Records](#). Contact the [FMP Help Desk](#) with any questions. After the location record has been created in the FMSS and in the FBMS, submit a request via the Portal to add the road, parking area, road bridge or road tunnel to the RIP or BIP databases.

### Removing a Road, Parking Area, Road Bridge or Road Tunnel Location Record

To remove a location record, submit a request to your regional asset management coordinator. For more details on this process, refer to [Communication #23: Creation, Modification, and Disposal of Real Property Asset Records](#). Contact the [FMP Help Desk](#) with any questions. After the location record has been disposed in the FMSS and in the FBMS, submit a request via the Portal to remove the road, parking area, road bridge or road tunnel from the RIP or BIP databases.

For road bridges, it is preferable to submit any add requests in advance of your park's routine inspections and to follow up by phone with the BIP coordinator or bridge management engineer. This allows the FHWA to plan for the inspection and add the record to the BIP database. For remove requests, include a note on why the bridge is being removed.

**Note:** If a bridge is replaced, the previous BIP structure number is retired and a new structure number is assigned. The FMSS bridge record needs to be rematched with the new BIP structure number, and you will need to update the FMSS with the new bridge number. If the BIP structure number is referenced in the bridge name or description, ensure that this information is also updated in the FMSS.

When making changes to roads, parking areas, road bridges or road tunnels, validate that the data is aligned ("matched") between the FMSS and the RIP/BIP.

**Note:** Structures that are either trail structures (Structure Kind = 4) or "other" structures (Structure Kind = 5) are not displayed in the Portal, even though they are included in the BIP database. The "other" structures category includes railroad bridges, docks, retaining walls or other unusual structures. To include condition assessment information from the BIP in the FMSS location record, asset record or related work orders, copy the information manually from the BIP report into the FMSS.

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## How do I combine two or more routes?

Prior to the FBMS implementation, you could combine location records in the FMSS via the Portal. Combining location records now requires removing one of the records, and that action must be completed in the FBMS, the official system of record. [Communication #23: Creation, Modification, and Disposal of Real Property Asset Records](#) describes the process for disposing of a location record. Contact the [FMP Help Desk](#) for further assistance.

To make changes to the RIP database, contact the RIP coordinator or the RIP project manager. When making changes to routes, validate that the data is aligned (“matched”) between the FMSS and the RIP.

## How do I split one route into two or more routes?

Splitting location records requires adding a location record, and that action must be completed in the FBMS, the official system of record. [Communication #23: Creation, Modification, and Disposal of Real Property Asset Records](#) describes the process for adding a location record. Contact the [FMP Help Desk](#) for further assistance.

Although you cannot split FMSS location records in the Portal, it is still possible to split records in the RIP database. To make changes to the RIP database, contact the RIP coordinator or the RIP project manager. When making changes to routes, validate that the data is aligned (“matched”) between the FMSS and the RIP. For more information on this process, refer to Section 5.2.6 of the Roads Portal User Manual.

## References

The following resources can be found under the Help tab in the Portal. Access to the Portal is restricted. To request access, visit the [FMP Portal](#).

- Roads Portal User Manual
- Business Practices for Roads, Parking Areas, Road Bridges and Road Tunnels

### Additional Resources:

- [Communication #23: Creation, Modification, and Disposal of Real Property Asset Records](#)

**Note:** Section 5 of Communication #23 lists additional resources, including job aids and forms, on how to make changes to location records.